

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

"Honoring California's Veterans"

Classification: Program Technician II (\$2,638-\$3,209)
Permanent – Full Time

Location: Department of Veterans Affairs
Farm and Home Purchases Division – LOAN PROCESSING UNIT
1227 O Street, Sacramento CA 95814

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatement may apply for this vacancy. SROA PROVISIONS APPLY.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the CDVA, please visit our website at <https://www.cdva.ca.gov> or to view examinations offered by all State departments, please visit the State Personnel Board's website at <https://www.spb.ca.gov>.

Duties and**Responsibilities:**

Under the direction and supervision of the Manager (Senior Property Agent) the Program Technician will perform the following duties:

- Initial processing of Cal-Vet loans including construction, Rehabilitation, Home Improvement and Farm and Home Loans.
- Determine military, credit and income eligibility and enter data in to MITAS.
- Generate loan status letters, prepare loan application transmittal to escrow, and process prequalification requests.
- Market the Cal-Vet Loan Program to veterans and real estate professionals.
- Maintain log and run credits reports for application process.
- Communicate effectively with public/customers, other Agencies, and other staff within the Department of Veterans Affairs (in a team environment) in both written and verbal form.
- Provide information to real estate professionals regarding departmental policies, procedures, contracts, statutes and regulations with respect to Cal-Vet Loan processing.
- Utilize the computer systems and programs (MITAS, Microsoft Word, Excel, Outlook, Internet/Intranet) for reviewing accounts (MITAS), inputting data, preparing spreadsheets/reports, and performing research in the performance of Loan Processing functions (or as needed by the Division).
- Attend community events or industry meetings on behalf of the program for marketing, training or informational purposes (may include public speaking).
- Maintain a work schedule of Monday through Friday, 8:00 a.m. to 5:00 p.m.

How to Apply:

Candidates should submit a State Application (STD. 678), résumé to:

CA Department of Veterans Affairs
1227 "O" Street, Room 404
Sacramento, CA 95814

Attention: Juanita Rios, Ref: M80 #143 08/09

Inquires:

Voice: (916) 653-1984
TDD: (916) 653-1966

In Line #12 on the State Application, you must reference M80 #143 08-09 and clearly indicate your basis of eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERAN AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. BRD RELEASED: